Saskatchewan
Legislative
Assembly

Report

Saskatchewan Legislative Library

for the period ending March 31, 2001

102-04561/

Saskatchewan
Legislative Library

Office of the
Legislative Librarian

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August 31, 2001

The Hon. Myron Kowalsky
Speaker of the Saskatchewan Legislative Assembly
Room 129, Legislative Building
Regina, Saskatchewan
S4S 0A2

Dear Mr. Speaker:

I am pleased to present to you the Annual Report of the Legislative Library for the fiscal year ending March 31, 2001 for the tabling in the Legislative Assembly.

Highlights of the Report Year:

- Increase in services provided to MLAs and staff.
- Increase in services provided to Legislative Assembly officials and staff.
- Significant impact of legislative committee activity on Library resources.
- Acquisition of two important large collections which will greatly enhance resources available to support Members' work.

The Annual Report continues to be produced on acid free permanent paper.

Marian J Powell

Marian Powell
Legislative Librarian

MJP/tw

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I Services to the Legislative Assembly

The mandate of the Library is to provide library services to the Legislative Assembly. The Legislative Library is governed by Section 68.4 of *The Legislative Assembly and Executive Council Act* and by the *Rules and Procedures of the Legislative Assembly.*

The modern mandate of the Legislative Library was established by the adoption by the Assembly of the recommendations contained in the Report of the Special Committee on the Review of the Legislative Library, 1981. The recommendations provided that:

- *The principal role of the Legislative Library is to provide a parliamentary library service to all Members of the Legislative Assembly and their staff.*
- *The secondary role of the Legislative Library is to serve the people of Saskatchewan by making available the benefits of this special research and legislative collection, where these benefits cannot be obtained elsewhere.*
- *Relative to other government departments or departmental libraries, the Legislative Library should continue its co-operative and helpful relationship, without assuming any senior, authoritative or managerial responsibilities for these libraries.*

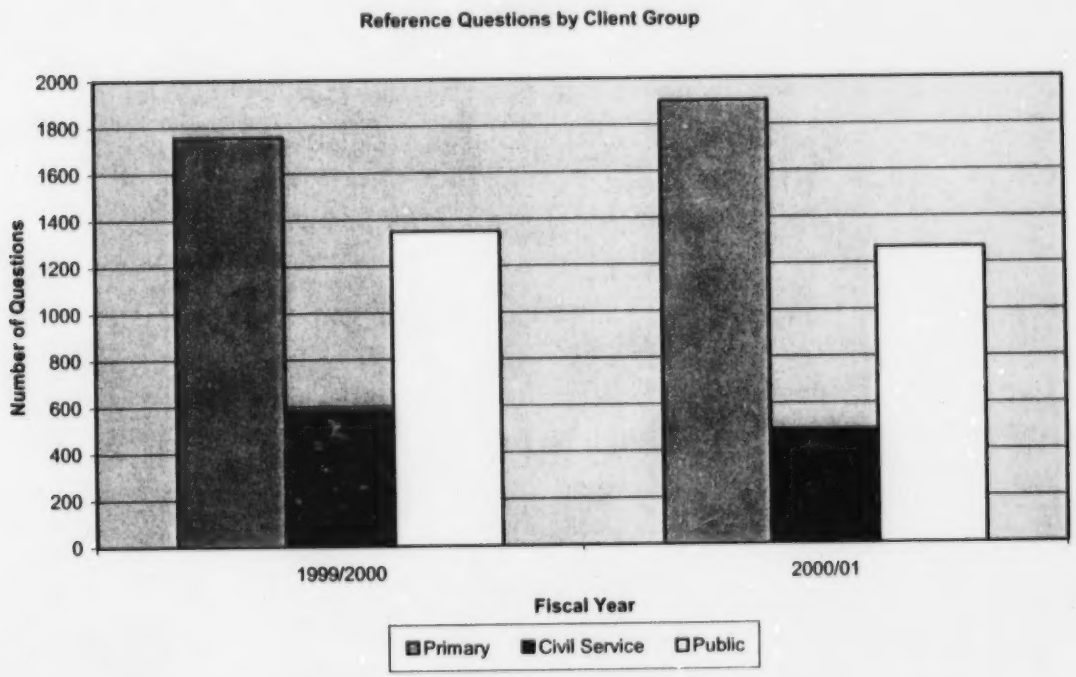
Given this broad mandate, the Library has worked to clarify priorities and policies to ensure priority to Members and Officials of the Legislative Assembly (see Appendix C: Clientele and Service Policy).

Priority Service to MLAs

The Library strives to serve all sectors of its mandate, while giving priority to legislative clients. Twenty-four hour access is available to MLAs through the Library's answering machine, fax machine, and Internet e-mail (reference@legassembly.sk.ca). Members of the Legislative Assembly receive priority over any other clients in determination of work scheduling.

Increased Demand for Service from Primary Client Group

Demand for reference services by the Library's primary client group increased by 8.3% in this reporting period compared to the previous year (see figure below). The primary client group includes MLAs, caucus and constituency staff, ministerial office and Executive Council staff, and other officers and staff of the Legislative Assembly. Within this group, service to MLAs and their staff increased 4.5% over the previous year, while service to the various branches of the Legislative Assembly Office was up 17%. Within the Legislative Assembly Office category, information requests from the Clerk's Office increased 35.7% over the previous year.



Members' Current Awareness Services

The Legislative Library has enhanced the non-partisan library research available to MLAs though a profiled current awareness service offered to the individual Member. The Members' Services Librarian works with the individual MLA to determine a profile of public issues on which he or she wishes to keep current. Packages of profiled information including newspaper clippings, magazine tables of contents, and new book title pages are provided to the MLA on a weekly basis. Members' profiles are reviewed and updated as their responsibilities change in terms of cabinet, caucus, shadow cabinet and committee duties.

For much of the current report year the position of Members' Services Librarian was vacant. Michele Howland, who assumed this major responsibility in addition to her demanding job as Director of Reference Services, maintained specialized services to Members during this time. On November 15, 2000, Maria Swarbrick was appointed as Members' Services Librarian. Maria's focus during this report period has been on reviewing existing structures and operations of Members' Services. She has worked to improve the Library's response time to Members' information needs. Maria has also devoted much of her time this year to working with the members of various legislative committees. In the year to come, Members can look forward to the introduction of new products which provide alerting services and immediate digital access to reports and documents in areas of interest, as well as digital news services that provide quicker turn-around time than is possible with the current manually produced, print-based services.

Online Information

The Library uses commercial online data vendors including Infomart, Dow Jones Interactive, Lexis/Nexis, and Dialog to provide this service. Weekly formatted subject profiles are run against relevant specialist computer files and provided to Members. In 2000/2001, the average number of subjects searched per month rose 33 percent over the previous year, and there was a 25 per cent increase in the number of Members registered for the service.

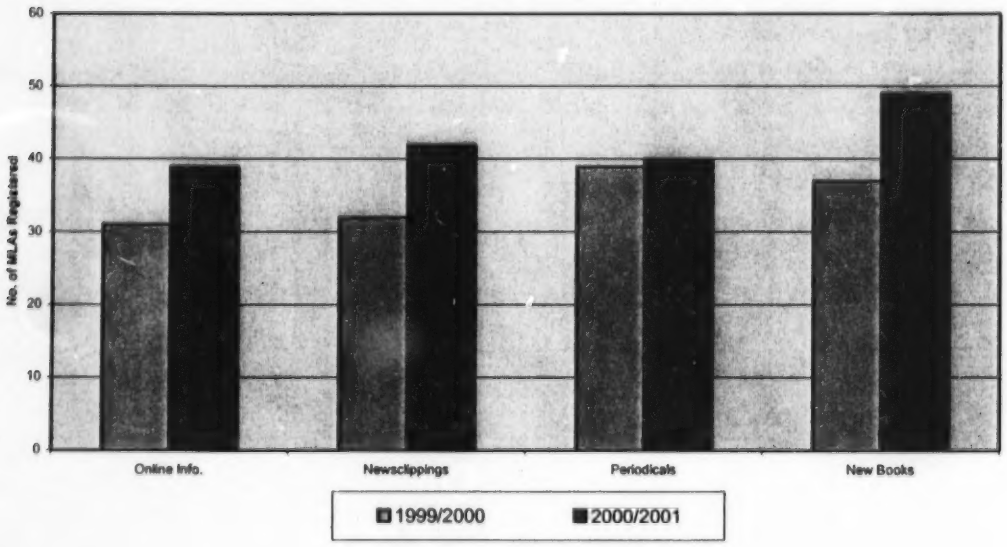
Newspaper Clipping Service

On a weekly basis, this service provides newspaper clippings that match issues identified on the Members' interest profiles. Clippings are gathered from the four daily Saskatchewan newspapers: the *Star Phoenix*, the *Leader-Post*, the *Moose Jaw Times-Herald* and the *Prince Albert Daily Herald,* as well as the *Western Producer*. The number of subjects monitored in 2000/2001 rose 8 percent over 1999/2000, and the number of Members registered for the service increased by 36 percent.

Periodical Contents Service

A magazine title page service is also offered to Members. The Members Services' Librarian consults with the MLA to determine which magazines he or she wishes to review regularly. Copies of the title pages of those journals are provided to the Member on a weekly basis as the Library receives the periodicals. The Member returns the sheets indicating articles he or she wishes to read. This service remained relatively stable in the report period, with an average of 40 clients registered,

MLAs Registered for Current Awareness Services



although the full articles requested declined over the period.

New Book Alert

New additions to the Library collection, including government publications and pamphlets, are reviewed against the Members' interest profiles, and notices of relevant material are provided in the weekly current awareness packages. This report period showed a 34 percent increase in registration for this service. Also, the number of title pages copied rose 86 percent.

Parliamentary Conference Information

Saskatchewan MLAs attending Commonwealth Parliamentary Association and other legislative conferences are provided with kits of background documents dealing with procedural and topical information appropriate to the conference program. The information generally takes the form of current magazine, book and newspaper articles representing a balance of opinion on the topics under discussion in the particular conference. Many staff members are involved in producing these kits, which can take as much as 55 hours of staff time to prepare.

In 2000/2001, information was provided for ten parliamentary conferences (up 43 percent from the previous year), with 34 Members and Clerks receiving kits. A full list of the conferences is found in Appendix B.

During the current report year, a project was undertaken to test the feasibility of producing conference kits in electronic format so that Members could read them on their laptop computers instead of having to carry a large volume of papers on their travels. A sample kit in CD-ROM format was produced for the visit to Australia and New Zealand by members of the Select Committee on Rules and Procedures. While the CD format was well-received by the Members, several technical and legal issues need to be resolved before electronic kits can replace the familiar print product.

At present the Library lacks the equipment to produce the kits in electronic format, so staff from Journals and Information Technology Services branches had to assist with the scanning of documents and the production of the CDs. To make the electronic format a more efficient option, the Library will have to acquire the necessary equipment and train staff to use it.

The largest obstacle in the Library's path to producing briefing kits in electronic format is a legal one. Neither current Canadian copyright law nor the terms of the government of Saskatchewan's agreement with the CANCOPY collective allows paper documents to be copied into electronic formats. Before the Library can produce kits in CD or other electronic formats, it will have to obtain permission from the copyright holders. This is a time-consuming process that is likely to cause delays in production and can require the payment of significant fees to the owners of the copyrights. Information that is "born digital", such as Web pages, also require permission to be obtained before being copied into a briefing kit. Despite these challenges, the Library looks forward to being able to deliver more information and services to Members in convenient electronic formats in the future.

Services to Committees

Personal Injury Protection Plan Review Committee

The Personal Injury Protection Plan (PIPP), commonly known as no-fault insurance, was introduced January 1, 1995, through changes to The Automobile Accident Insurance Act. The legislation called for a review of all aspects of PIPP within five years of the plan's inception. The Review Committee was established late in 1999.

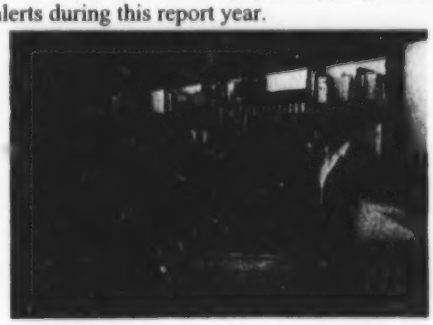
After meeting with the research staff from the Committee, the Members' Services Librarian developed an interest profile for current awareness services including newspapers clippings, new book alerts and online information. The researchers also made extensive use of the Library's interlibrary loan service. On completion of the Committee's work, services were suspended January 2, 2001.

Special Committee on Tobacco Control

The Library continued to support the Committee researcher with profiled current awareness services in the form of online services, newspaper clippings, and new book alerts during this report year.

Special Committee to Prevent the Abuse and Exploitation of Children Through the Sex Trade

The Library continued to support the Committee researcher with profiled current awareness services in the form of online services, newspaper clippings, and new book alerts during this report year.



Reference Librarians (L-R: Maria Swarbrick, Tim Prince, Leslie Polsom, Michele Howland, Jane Blackett)

Services to Legislative Officials and Staff

One client group that is often overlooked in our reporting but not in our service, is that of our colleagues in legislative service. This includes the branches of the Legislative Assembly Office and the Speaker's Office, as well as other Legislative Servants such as the Information and Privacy Commissioner and Conflict of Interest Commissioner, the Children's Advocate, the Ombudsman, the Provincial Auditor, and the Chief Electoral Officer.

In addition to the regular range of services provided to these offices, a brief orientation tour was provided to new legislative pages and messengers on March 28, 2001.

Speaker's Outreach Program

The Speaker delivers an outreach program to schools with the purpose of increasing the understanding of parliamentary democracy, the level of respect for the institution, and the awareness of service in public office as an honourable career choice. The Library provided the Speaker's office with a local weekly newspaper monitoring service for coverage of approximately 31 visits during this report period.

Saskatchewan Social Sciences Teachers' Institute

From May 6 to May 10, 2000, the Saskatchewan Legislative Assembly held the second Saskatchewan Social Sciences Teachers' Institute on Parliamentary Democracy (SSTI) hosted by the Speaker. Modeled on the Teachers' Institute on Canadian Parliamentary Democracy, which is held annually and hosted by the Speakers of the House of Commons and the Senate, the SSTI is entirely focused on Saskatchewan's unicameral legislative process. Twenty-one teachers from across the province and five steering committee members from the Department of Education attended the 2000 Institute. In preparation for the Institute, Reference and Electronic Services Librarian Leslie Polsom updated the Web page of Internet resources on parliamentary democracy that she created for the first SSTI the previous year, while Reference Librarians Tim Prince and Jane Blackett updated a bibliography of resources on parliamentary democracy.

Parliamentary Librarians' Web Site

Development of the Association of Parliamentary Librarians in Canada (APLIC) Web site established during the previous year continued during this reporting year with Reference and Electronic Services Librarian Leslie Polsom making several updates to the site.

Saskatchewan Social Sciences Teachers' Institute with Speaker Osika.

II Services to the Public and Community Relations

Library Services to the Saskatchewan Public

The first priority of service of the Legislative Library is to the needs of the Legislature. The Library also has a mandate to provide its unique resources to the public of Saskatchewan and to the provincial civil service. In this work, it is the policy of the Library to help individuals determine the location of resources in their own region or government department. However, where the Legislative Library holds unique resources or expertise, direct assistance is given. Anyone may consult Library materials on-site in the Reading Room, with photocopying available at cost. The Library is mandated to serve the public of the province above service to the provincial government and the annual service statistics reflect this reality.

Visitors and Ceremonial Occasions

The Legislative Library receives many visitors each year, ranging from visiting dignitaries to children on school outings. During this report year, 35,075 public visitors to the Legislative Building toured the Library Reading Room.

As a result of the temporary stack area established in the Reading Room due to the Legislative Building Restoration Project, ceremonial events continued to be relocated to other parts of the Legislative Building throughout the current report year.

Visit of Her Excellency the Governor General

During her first official visit to Saskatchewan, Her Excellency Adrienne Clarkson, Governor General of Canada, visited the Legislature on May 1, 2000. Her Excellency honoured the Legislative Library by signing the Library guest book and autographing the Library's copies of *Canada: A Possible Vision*, her address presented as the Mary Donaldson Memorial Lecture at the Saskatchewan Library Association's annual conference in 1987.

Her Excellency, Adrienne Clarkson signs Library guest book.

Other distinguished visitors to the Library during the report period included Premier Paul Okalik, first premier of Nunavut; members of the New South Wales Standing Committee on Ethics: Mr. John Charles Price, Deputy Speaker, Dr. Elizabeth Anne Kernohan, M.P. Camden, and Rhonda Miller, Clerk Assistant, New South Wales Legislative Assembly.

Public Servant Tours

The Library continued to be involved in the Public Servant Tours, which bring many government staff to the Legislative Building and the Library. During this report year, eight tours were offered to 183 government and legislative staff. Public servant tours provide the Library with an opportunity to outline the work the Library does for individual Members, Officers of the House, public servants and the public. Public servants are also made aware of the artifacts located in the Reading Room.

School Visit

On May 9, 2000, Reference Librarian Jane Blackett conducted a tour of the Library for a group of high school students from the Kelvington-Wadena constituency who were job shadowing MLA June Draude.

III Collection Management and Accommodation Issues

The Legislative Library is the longest established library in the Province with a valuable historic collection unique in Saskatchewan. Development and management of this collection is an important responsibility in the service of present and future legislators and citizens.

Saskatchewan Government Publications Deposit

Under section 68.4 (5) of *The Legislative Assembly and Executive Council Act*, all Saskatchewan government departments, boards, commissions and agencies are required to deposit with the Legislative Library six copies of all publications issued under their authority to the public. Two copies remain the property of the Legislative Library, two copies are provided to the two offices of the Saskatchewan Archives Board for permanent retention, and two copies are used to fulfill exchange agreements with the National Library of Canada and the Library of Congress.

Given the decentralised nature of publishing in the Saskatchewan Government, the task of tracking down publications and receiving the required copies presents a considerable challenge. In the current report year, a total of 1072 monographic and serial titles published by the Saskatchewan government were received on deposit.

The continuing refusal of some agencies to provide any electronic publications under the deposit requirements of *The Legislative Assembly and Executive Council Act*, even when the Library is able to identify their existence, remains a disturbing trend in light of the increased electronic publication of Saskatchewan government publications. Future access to many publications may be in doubt while publishing methods are in a state of flux, long-term stability of electronic media is unknown, and deposit requirements are under challenge.

Donations to the Collection

The Legislative Library collection benefits from donations by individuals, community associations and government departments. Any materials which do not correspond to the Library Collections Policy or which duplicate works already in the Library collection, are shipped to the National Library Book Exchange Centre for broader availability to other libraries.

Each year the Library receives useful additions to the collection from the Lieutenant Governor's Office, the Legislative Assembly Office, the Speaker's Office, the Premier's Office and Executive Council offices. The Library also received donated materials from the following individuals and groups during the report period: the Hon. Ned Shillington; Mr. Y. Huyghebaert, MLA; the Hon. Joanne Crofford, Minister of Labour and Minister Responsible for the Status of Women; the Hon. Janice MacKinnon, Minister of Economic and Co-operative Development; Gwenn Ronyk, Clerk of the Legislative Assembly; Canadian Wheat Board; Saskatchewan Education Library; Newfoundland and Labrador House of Assembly; Mr. M. Kuprowsky, Lac La Biche District Parish of the Ukrainian Orthodox Church of Canada.

The Library was also pleased to receive the Master's Thesis of a former staff member, Crista Bradley: *Let Us Take Time For All Things: Saskatchewan Homemakers' Clubs During the Great Depression.*

During this report year, the Library received two major donations of materials that will significantly enhance its ability to provide Members with relevant information in a timely fashion: the Dr. Morris Shumiatcher law collection, and a selection of materials from the Provincial Library's collection.

Dr. Morris Shumiatcher Law Collection

In July 2000, the Legislative Counsel and Law Clerk notified the Legislative Library that Dr. Morris Shumiatcher's law practice was being closed and that his extensive private law library was in need of new accommodations. Because the Library has had a long association with Dr. Shumiatcher and his law firm -- the Library's method of organizing law materials prior to their incorporation into Dewey classification scheme originated with Dr. Shumiatcher –it was suggested that the Legislative Library might be a suitable home for his collection. Mrs. Jacqui Shumiatcher agreed to donate the collection to the Legislative Library.

Mrs. Jacqui Shumiatcher with Law Clerk, Ken Ring and library staff.

Reference and Electronic Services Librarian Leslie Polsom, who is also responsible for selecting new materials for the Library's law collection, made several visits to Haldane House to inventory the collection and to determine the amount of space that would be required to house it in the Legislative Library's mobile storage facility in the Walter Scott Building. The collection of 5333 volumes was packed and transported to the Walter Scott Building where the materials were arranged on the shelves under the supervision of Support Services Manager Gina Abel.

The collection, which includes a number of very important and scarce titles, was evaluated by an antiquarian book specialist in March, 2001. His appraisal describes the collection as: *"approx. 790 linear feet of books being the working library of the donor, one of Canada's pre-eminent lawyers. The books date from 1820 to 1995 and are in uniformly good condition. The books consist (mainly) of long and complete series of journals reflecting the evolution of law in Canada and England ... the collection is a superior example of the tools used in a law firm spanning over half a century. It would be difficult to over-state the importance of Shumiatcher in the history of Canadian (and particularly western Canadian) law and politics."*

The Shumiatcher collection fills three sections of mobile shelving in the Walter Scott building.

Provincial Library Collection Dispersal Project

In September 2000 the Provincial Library approached the Legislative Library in its efforts to disperse parts of its collection to other libraries in Saskatchewan where they are likely to be used more frequently than they were at Provincial, while remaining available to the people of the province through interlibrary loan services.

The Legislative Library's Collection Development Committee, which consists of all the professional librarians on staff, devoted many hours to identifying materials in the Provincial Library's collection that would complement and augment existing Legislative Library collections. Committee members visited Provincial Library headquarters several times to select individual items from the collections, compiled lists of desired items from the Provincial Library's online catalogue, and worked from lists of specialized materials prepared by the Provincial Library. By the end of this report year, the selection was completed and the materials had been received from the Provincial Library and shelved in the mobile storage facility in the Walter Scott Building.

The donation included more than 5600 individual print items (over 5200 issues of 48 periodicals, and 436 monographic volumes), 2203 reels of microfilm (representing backfiles of 32 periodicals), and 1956 sheets of microfiche (representing 154 individual monographs and periodicals). Items of particular interest include: a large number of Saskatchewan local histories; complete microform backfiles of several major magazines including Time, Newsweek, The Beaver, Foreign Affairs, International Journal, and The New Republic; and complete microfilm backfiles of the Leader-Post and the Western Producer. In addition to providing the library materials themselves, the Provincial Library supplied four microform storage cabinets and machine-readable copies of their catalogue records that can be loaded into the Legislative Library's Voyager database.

The Legislative Library is grateful to Acting Provincial Librarian Joylene Campbell and her staff for allowing us to benefit from the dispersal of their collection and for doing everything that could be done to make the process run smoothly.

The number of staff hours expended on various tasks associated with these two splendid gifts is estimated to total approximately 15 weeks, or 28.8% of a person-year. Since neither donation was predicted in advance, there was no opportunity to plan for additional human resources to deal with them. The time expended on the gifts came at the expense of the routine activities of the Library.

One issue that will need to be addressed in the next fiscal year is the development of a strategy for incorporating these new materials into the Library's existing collection. This involves creating catalogue records for the materials, assigning classification numbers that permit them to be shelved among similar materials in the existing collection, applying call number and barcode labels, and shifting the existing collections to make room in the appropriate areas. It is likely that the work will have to be spread over several years since the existing staff is already fully occupied in dealing with the normal intake of new materials through purchase and deposit.

Accommodation Issues

Law Indexes Returned to Reading Room

In June 2000, a number of major indexes to legal materials were returned to the Reading Room from the Walter Scott storage area at the request of the Law Clerk. This move has made it possible for Library staff and the Law Clerk to consult these indexes at their convenience, and has relieved the staff in the Support Services section from the need to continually retrieve and ship them to the Reading Room every time they need to be used.

Reference Stack Area in Room 33

Having the luxury of adequate space in the mobile storage facility in the Walter Scott Building has made it possible to locate and retrieve required materials much more efficiently than was previously possible. Nevertheless it is clear that there are certain materials which, due to the frequency with which they are consulted, need to be housed in the Legislative Building in order for the work to be carried out efficiently. Reference Librarian Tim Prince, with input from Leslie Polsom and Michele Howland, identified materials to be brought back to the Legislative Building. These items include older materials from the Reference collection for which there is no longer space on the shelves in room 234 and backfiles of certain periodicals that are in almost constant use in the preparation of kits and briefing materials for Members. Support Services Technician Anne Hoffmann developed a plan for packing the materials to be moved.

In June 2000, construction of a small stack area to house these high-use materials began in room 33 of the Legislative Building. Staff members Leslie Polsom and Kim Franklin developed a floor plan for the stack area to maximize the storage potential for both book shelves and file cabinets. The renovation of the space was completed during the week of February 16, 2001. Although the shelves will not be installed until early in the 2001/2002 fiscal year, some of the backfiles of newspapers and newspaper clippings were moved to the new storage area on March 8, 2001. This made it possible to return the Reading Room to a more satisfactory configu-

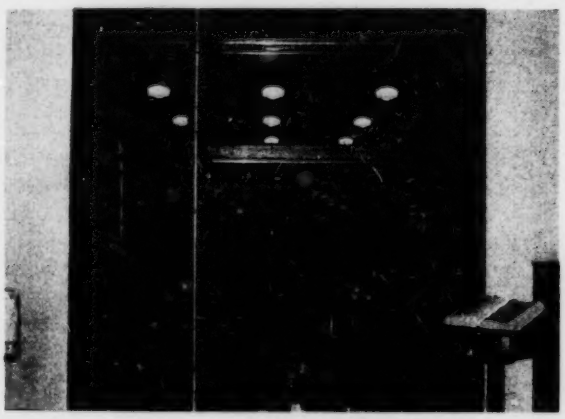
ration, with additional consultation tables replacing the file cabinets and stacks that had been set up in the middle of the room during the renovation. At the same time, a small room across from room 119 that had been used as a sorting area by the staff who assemble the Members' current awareness packages and as a storage area for older newspaper clipping files was vacated and both functions relocated to room 33.

Future Concerns

The important donations received during this report year occupy four entire double-sided units in the Walter Scott mobile storage facility, eliminating most of the space that the Library had planned to house the growth in its Dewey and serials backfile collections for the next few years. This means that in the year to come, despite the addition of space for storage of older reference materials in room 33, the Library must once again begin to consider how it will cope with a shortage of shelf space.

Physical Security of Collections

The threat of water damage continues to menace the Library's collections, as the renovations undertaken throughout the Legislative Building to enhance fire safety had an impact on the collection areas. Sprinkler installation began in room 234 on September 25, 2001 and continued for several days, with the Library being closed to clients on October 6. A special double preactive dry pipe system was installed in the reference and stack area with the goal of preventing damage to the collection as a result of the sprinkler system being set off accidentally. In order for water to come into the system, two alarms have to be set off, and there is a five-minute delay in order to reset. The Reading Room is not considered a "collection area" even though it houses the current periodicals and newspapers on open shelves, and thus has the same sprinkler system as the rest of the building. The materials in the Reading Room are therefore at great risk in the event of an accidental discharge of the sprinkler system.



Sprinkler installation in Reference room.

In July 2000, staff working in the mobile storage area in the Walter Scott Building noticed that the humidity level in the facility had reached levels that would result in deterioration of the condition of the books if left unchecked. A dehumidifier was installed and the overall humidity levels were brought down to acceptable levels, but it was noted that the humidity levels varied by as much as 10% between the two ends of the largest storage area. Additional dehumidifiers will be required in the coming year in order to maintain a constant level of humidity throughout the facility.

On December 11, 2000, a loose valve connection in one of the smaller rooms in the storage facility caused a water leak above the book stacks. Fortunately a staff member arrived on the scene shortly after the leak began, and was able to shift the mobile units so that an aisle opened up under the section of ceiling that was leaking, thereby minimizing the damage to the books. One shelf of books received some water damage before the leak was noticed. Ten items were slightly damp but remain usable; nine others could not be salvaged.

IV - Library Automation and Electronic Resources

RegLIN Consortium

The Library continues as a founding partner of the Regina Library Information Network (RegLIN). RegLIN is a multi-library, multi-institutional computer network for automated library services incorporated under the *Saskatchewan Non-Profit Corporations Act*. The Legislative Librarian is Vice-Chair of the consortium.

Using a shared library automation system, Endeavor Information Systems Inc.'s *Voyager*, enables member libraries to have a better system than any of them could have afforded on their own. The holdings of all member libraries can be searched as a whole in the online catalogue, thus facilitating resource sharing within the group. The Legislative Library is one of six libraries belonging to the consortium. The other libraries are:

- University of Regina Library
- Saskatchewan Department of Health Resource Centre
- Regina Health District Library
- Gabriel Dumont Institute Library
- RCMP Learning Resource Centre

Online access to these collections enables the Library to identify and quickly acquire relevant, locally held materials to meet the needs of Members.

Voyager Integrated Library System Implementation

Ordering Process Automated

On June 13, 2000, the Library started using the acquisitions module of the Voyager system for generating purchase orders for new books. A typist no longer has to manually re-enter bibliographic information from a catalogue record onto a purchase order form since both the order and the catalogue record are produced from the same information in the Voyager database. This reduces both the amount of work required and the introduction of transcription errors.

At the same time as the production of purchase orders was automated, a number of other changes were made in the acquisitions routines to speed up the delivery of new materials to the Library. Staff whose job requires them to order publications were issued with purchase cards so that orders for items requiring prepayment no longer have to be held up while a cheque is issued. Changes were also made to vendor selection policies so that more orders are being directed to a local supplier who can provide certain types of materials faster and for a better price than out-of-province suppliers. Where possible, purchase orders are now faxed to vendors rather than being mailed, diminishing the turn-around time for most orders by several days.

Additional Reporting Capability Added to Voyager System

An additional feature of the Voyager system, which allows the Library to generate a wide variety of statistical reports relating to various aspects of the collection, became available in November 2000. The system provides nearly one hundred Microsoft Access reports that can be generated from the database at any time. Staff are now being challenged to upgrade their Access skills in order to be able to customize these reports so that they better capture the kinds of information that the Library requires.

Electronic Resources

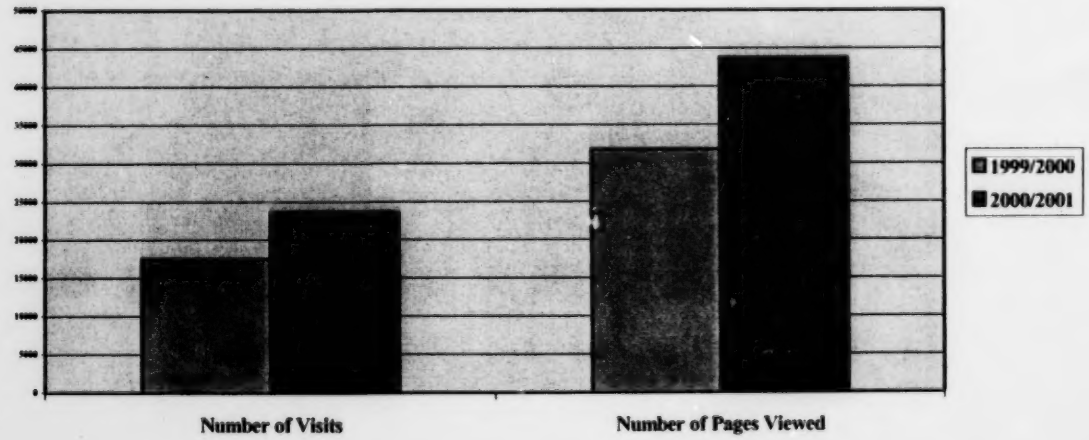
New Search Engine for Legislative Assembly Web Site

During the initial planning stages for the creation of the Legislative Assembly's public Web site in 1996, the Legislative Library played a variety of roles, including evaluating search engine software for use on the site. In the following years, the Web site and the available technology evolved to the point where the search engine originally selected no longer met the needs of the users. During September and October of 2000, Reference and Electronic Services Librarian Leslie Polsom undertook a study to identify a suitable search engine to replace the existing Fulcrum search engine. She submitted her report and recommendations to the Assembly's Computer Management Committee on October 12, 2000. In March 2001, the Committee decided to acquire the Inktomi search engine, which under its older name, Ultraseek, was one of the engines recommended in Leslie's report.

Legislative Library Web Site

The second full year of usage statistics on the Library's Web site show that use of the site continues to grow. The number of visits to the site increased by 35% over the previous year, while the number of pages viewed increased 37%. Once again, the most popular item on the Library Web site after the main Library page, is the information sheet called *Premiers and Leaders of the Opposition Across Canada,* which was viewed 3029 times. In the year to come, attention will have to be given to developing a plan for ongoing revision and augmentation of the content on the Library's Web site.

Legislative Library Web Site Use



V Organization and Staffing

Senior Staff Appointments

Maria Swarbrick was appointed to the position of Members' Services Librarian effective November 15, 2000. In addition to her M.L.I.S. degree from the University of Alberta, Maria's academic background includes an undergraduate degree in political science from the University of Manitoba and law clerk certification from Fanshawe College. Maria was previously employed at Credit Union Central in Regina, where she was responsible for establishing electronic library services throughout the credit union system and affiliated organizations.

Recruitment for the position of Assistant Legislative Librarian began in November 2000. Current demographic trends make it very difficult to attract suitable candidates. Librarians born during the first years of the post-war baby boom are reaching early retirement age, opening up a large number of well-paid jobs in popular large urban centres. To compound the problem, many librarians who graduated during the 1970s and 1980s when jobs were scarce left the profession for other fields. These factors make it difficult for Saskatchewan libraries to compete for personnel. The search for an Assistant Legislative Librarian was extended and a second round of applications was solicited in February 2001. An appointment is expected early in the next fiscal year.

Long Service Recognition

At the second annual Legislative Assembly long service award ceremony held in the Chamber on June 21, 2000, present and former Legislative Library staff members were among those honoured for their years of service. Reference Librarian Laura Pogue was recognized for fifteen years of service. Hansard indexer Barbara Lindenbach, who also worked briefly in the Library, was recognized for twenty years of service.

Obituary

A. Yvonne Mack, the Library's first Members' Services Librarian, died on September 17, 2000, after a long struggle with cancer. During her 10 years with the Library, Yvonne pioneered specialized information service to MLAs. Yvonne will be remembered not only for her exceptional professional accomplishments but also for her many acts of kindness and encouragement toward her fellow staff members.

Legislative Library Staff

The Legislative Library has a permanent staff establishment of fifteen persons.

As of March 31, 2001 the following persons were members of the permanent staff:

Marian J. Powell, B.A., B.L.S.
Legislative Librarian

Assistant Legislative Librarian (vacant)

Michele Howland, B.A., B.L.S
Director of Reference Services

Pat M. Kolesar, B.A. (Hons.), M.L.S.
Director of Support Services

Tim C. Prince, B.A., M.L.S.
Reference Librarian

Gina Abel, Library Technician Certificate
Support Services Manager

Faye Prince, Library Technician Certificate
Government Publications Technician

Anne Hoffmann, Library Technician Certificate
Support Services Technician

Chris Oxman, Library and Information Technology Diploma
Support Services Technician

Ivana Ruzic, Bachelor of Law
Support Services Assistant

Leslie Polsom, B.A., M.L.I.S.
Reference and Electronic Resources Librarian

Joelle Perras, B.Ed.
Client Services Assistant

Kim Franklin, Library and Information Technology Diploma
Client Services Manager

Traci Willis
Administrative Assistant to the Legislative Librarian

Maria Swarbrick, B.A., M.L.I.S., Law Clerk Certification
Members' Services Librarian

The following people were employed on a non-permanent basis:

Laura Pogue, B.A., B.L.S. (on medical leave)
Reference Librarian

Gurmeet Bilkhu (on definite leave)
Support Services Assistant

Graham Condo, B.F.A.
Support Services Assistant

Jane Blackett, B.A., M.L.S.
Reference Librarian

Liza Vidomski
Support Services Assistant

Stephanie Barnard
Support Services Assistant

Shannon Hynds
Support Services Assistant

Pamela Yungwirth
Support Services Assistant

Rebecca Best
Client Services Assistant

Nancy Patzwald
Client Services Assistant

Amy Sekulich
Client Services Assistant

Justin Wong
Client Services Assistant

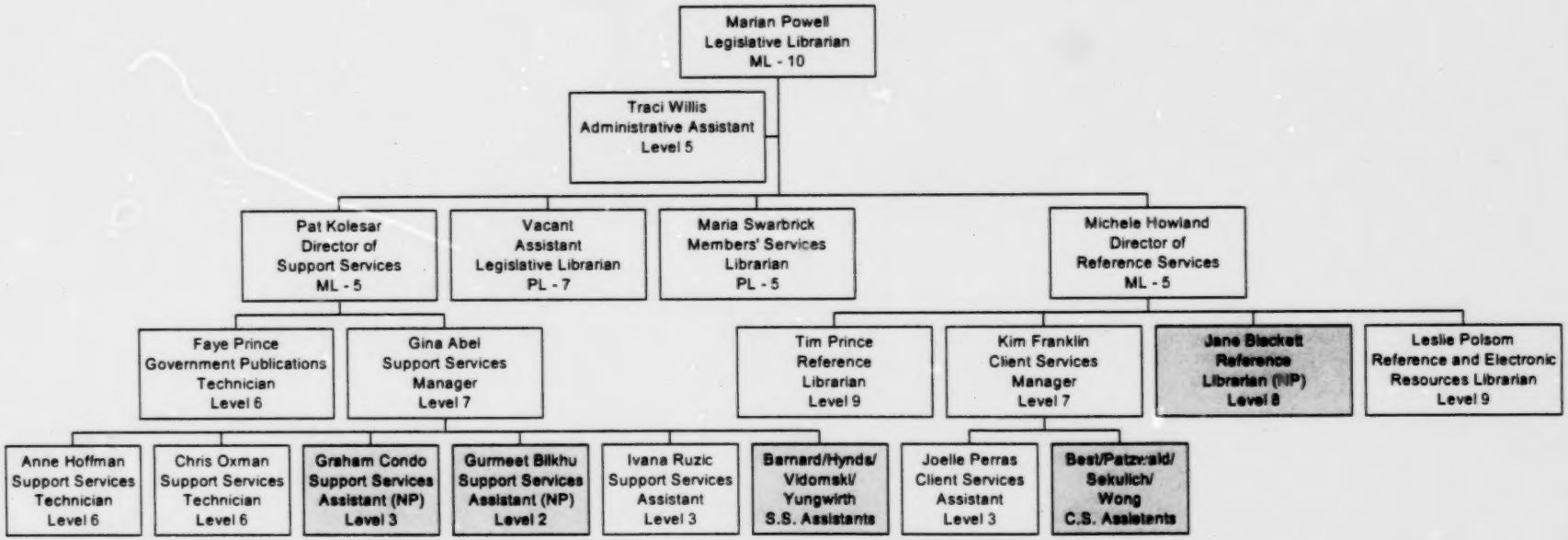
Resignations From Library Staff to take up positions with other branches of the Legislative Assembly

Zorka Ripplinger, July 14, 2000

Resignations From Non-Permanent Staff

Tanya Weber, August 17, 2000
Lori Grohs, September 22, 2000
Jessica Conly, August 25, 2000

Saskatchewan Legislative Library Organization Chart
as of March 31, 2001



Appendix A - Statistical Summary

	1998/99	1999/2000*	2000/01
Reference and Circulation Services			
Reference Inquiries	4197	3688	3659
Computer Searches	4696	3741	3712
Commercial Courier (uses)	121	107	106
Photocopy Services to Clients (copies)	38007	33833	24748
Out of Library Circulation	8066	6730	5903
In-Library Use	21475	15935	13987
Total Circulation	29541	22665	19890
Interlibrary Loans Borrowed for Library Clientele	343	257	450
Interlibrary Loans Requested by Other Libraries	129	96	128
Total Interlibrary Loans	472	353	578
Members' Services			
Newspaper Clipping Service (clippings provided)	58755	38901	42595
Periodical Title Page Service (title pages provided)	5616	3150	3078
Computer Assisted Current Awareness Service (citations provided)	100682	69787	87260
New Book Alert (title pages provided)	1282	754	1406
Support Services			
Materials ordered (titles)	1403	974	1307
Government Publications Received (items)	30930	38528	30320
Serials and Periodicals Received (items)	24079	23993	21687
Cataloguing (titles)	5162	9065	7170
Binding (volumes)	158	104	84
Materials Withdrawn (items)	21786	19044	22752
Listed for Duplicate Exchange	2154	8483	1748
Distributed in Saskatchewan on Exchange	231	459	151
Clippings Added to Newspaper Clipping File	143425	128632	78726
Saskatchewan Deposit Program			
Government Publications Received (titles)	1185	1354	1072
Government Publications Sent to Micromedia	973	750	727

*Election Year - Services to MLAs suspended during Election

Appendix B - Information Kits Prepared to Support Delegate Attendance at Conferences and Seminars 2000-2001

6th Bowhay Institute for Legislative Leadership Development (BILLD)

Madison, Wisconsin

July 7 – 11, 2000

Although a full kit was not prepared for this conference, information was found on the following topics :

- Mid-Western U.S. Economic Information
- Elementary and Post-Secondary Education Statistics
- Corrections Statistics
- Land Use Policy
- Biographical Information on Speakers
- Protocol Information
- Travel Information

Prepared for: Ms. Pat Lorjé
Mr. Carl Kwiatkowski

Commonwealth Parliamentary Association 39th Canadian Regional Conference

Brudenell, PEI
July 15 – 21, 2000

- The Commonwealth Parliamentary Association
- Globalization
- Technology and Legislatures
- Taking Forward the Role of Commonwealth Women Parliamentarians
- Public Perceptions of Public Office Holders
- Enhancing the Role of Private Members
- Parliamentary Reform – Going it Alone!
- Building Stakeholder Support in Formulating Public Policy: A New Fiscal Regime for Oil Sands Development
- State Sanctioned Gambling and Revenue Windfalls – Public Policy Conflict?

Prepared for: Mr. Kim Trew
Mr. Lindy Kasperski
Ms. Doreen Eagles
Mr. Don McMorris
Mr. Randy Weekes
Hon. Ron Osika
Ms. Margaret Woods

Parliamentary Conference of the Americas

Rio Grande, Puerto Rico
July 19 – 23, 2000

- Building a Fair and Prosperous Community of the Americas
- Eradicating Poverty for a Fair and Prosperous Community of the Americas
- Building Partnerships to Promote the Growth of E-Governance and E-Commerce in the Americas
- Public Policy and the Control of Corruption
- Interamerican Cooperation and the Fight Against Drug Trafficking: The Role of the Parliamentarians
- Education: The Driving Force for Equity and Prosperity

Prepared for: Mr. Mark Wartman
Mr. Rod Gantefoer

55th Annual Midwestern Legislative Conference

Minneapolis, Minnesota
August 6 – 9, 2000

- The Impact of Science and Technology on 21st Century Society
- Yes or No to GMOs: States' Roles in Regulating Genetically Modified Organisms
- Internet Sales Taxation and the States
- Keeping the Midwest Competitive in the New Economy
- The Economics of 21st Century Agriculture
- Workforce Developments in the Coming 25 Years
- Closing the Digital Divide
- A Region at Risk: Assessing the Terrorist Threat in the Midwest
- Public Perception of Government in America

Prepared for: Mr. Andrew Thomson
Mr. Graham Addley
Mr. Wayne Elhard
Hon. Ron Osika
Ms. Margaret Kleisinger

46th Conference of the Commonwealth Parliamentary Association

London, England
September 20 – 29, 2000

- How Can Information Technology Best Transform the Way Parliament Works?
- Parliament and the Media
- Press Freedom Versus Invasion of Privacy
- Self-Regulation Versus Government Regula-

tion of the Media

Prepared for: Hon. Ron Osika
Ms. Gwenn Ronyk

Canadian Council of Public Accounts Committees Conference, 2000

Halifax, Nova Scotia
September 17 – 19, 2000

- Ethics and Ethical Leadership
- Public Performance Reporting Program
- Globalizing Accountability: Reaching Beyond National Borders to Promote Democratic Governance
- Challenges in Determining the Value for Money in Health Care

Prepared for: Mr. Ken Krawetz
Mr. Andrew Thomson
Mr. Carl Kwiatkowski
Mr. Ron Harper
Mr. Ben Heppner
Ms. Margaret Woods

Commonwealth Parliamentary Association 23rd Regional Seminar

Halifax, Nova Scotia
October 19 – 22, 2000

- The Consequences of Under-Funding our Post-Secondary Educational Institutions
- Does Religion Have a Role in Politics?
- Enhancing the Public Image of Parliament and Parliamentarians
- Quebec's Family Policy
- The Use of Technology in Legislatures

Prepared for: Ms. Carolyn Jones
Mr. Don Toth
Mr. Myron Kowalsky
Ms. Monique Lovatt

Select Committee on Rules and Procedures

Australia and New Zealand
March 5 –16, 2001

- Australia: General Information
- Australia: Government
- Australian Capital Territory: Government Structure, Local Government
- Western Australia: Electoral System, Government Systems
- South Australia: Electoral System, Committee System, Current Events
- New South Wales: Electoral System, Committees
- New Zealand: Government, Cabinet and Select Committees

Prepared for: Mr. Dan D'Autremont
Mr. Andrew Thomson
Mr. Gregory Putz

Members of the Commonwealth Parliamentary Association
Canadian Regional Council Visit to Study Border Management Issues and Government Transportation Infrastructure.

Washington, D.C. and Annapolis, Maryland
March 6 - 8, 2001

- Maryland Travel Information
- Washington, DC Travel Information
- U.S. Government Structure: Overview
- Agencies for Foreign Policy-Making Structure
- Canada-U.S. Trade
- Border Management
- U.S.-Canada Border Issues Before Congress: House and Senate
- U.S.-Canada Relations: Current Issues Before the 107th Congress
- Close-up on Maryland State Government
- Transportation and Infrastructure Issues in Maryland

Prepared for: Mr. Glen Hart
Mr. Mark Wartman

Commonwealth Parliamentary Association
Westminster Parliamentary Visit

London, England
March 6 - 17, 2001

- British House of Commons Speakership
- Travel Information

Prepared for: Mr. Myron Kowalsky

Appendix C - Clientele and Service Policy

Goal of the Legislative Library

The goal of the Legislative Library is to provide information and reference services to Members of the Legislative Assembly. It strives to achieve this goal by acquiring, cataloguing, servicing and preserving books, newspapers, government publications and other materials to enable Members to carry out their Legislative responsibilities.

Primary Clientele

The Primary user group of the Legislative Library consists of the Members of the Legislative Assembly, caucus research staff, personal staff of Members, and other legislative servants.

Primary Clientele

1. Lieutenant Governor's Office
2. Members of the Legislative Assembly
   (a) Members' personal staff
3. Caucus research staff
4. Legislative servants
   (a) Office of the Speaker
   (b) Legislative Assembly Office
      (i) Hansard
      (ii) Television
   (c) Legislative Counsel and Law Clerk's Office
   (d) Provincial Auditor
   (e) Legislative Library
   (f) Ombudsman
   (g) Children's Advocate
   (h) Conflict of Interest Commissioner
   (i) Information and Privacy Commissioner
   (j) Chief Electoral Officer
5. Other departments in the Legislative Building
   (a) Executive Council
   (b) Ministers' Office

Services

1. Personal borrowing privileges.
2. Interlibrary loan services to acquire necessary materials not available in the Legislative Library.
3. Photocopies and microcopies of library material.
4. Computer information retrieval reference support.
5. Advanced level of reference services.
6. Library information programs such as checklists, accession lists, and other related services.
7. Accelerated acquisitions and delivery of materials using courier, long distance telephone, electronic mail and other similar means. Hand delivery of material to locations in the Legislative Building. Same-day or next-day delivery of materials located off-site or elsewhere in the city.

All service costs are absorbed by the Legislative Library.

Secondary Clientele

1. Saskatchewan civil servants.
2. Legislative press gallery.
3. Courts
4. Universities
5. Researchers
6. Lawyers (private practice)
7. Private business
8. General public

Services

1. Use of library materials within the Legislative Library.
   (a) Saskatchewan civil servants are encouraged to use their own departmental libraries, where these exist. Material not available in departmental libraries may be requested using the interlibrary loan process. Where there is no established departmental library, civil servants may request personal borrowing privileges on the understanding that Library rules for loan periods and return of materials will be complied with.
   (b) Researchers from outside the Saskatchewan government requiring access to the Legislative Library for materials not available from other libraries may register as a special borrower for the duration of the research project, on the understanding that the rules for loan periods and return of materials must be complied with.
   (c) All other requests for personal borrowing will be referred to appropriate public or corporate library.
2. Photocopies and microcopies of Library materials at cost.
3. Basic reference service.
4. Provision of Legislative Library material located outside the Legislative Building on a batch basis.

Established by the Board of Internal Economy 1983

revised March 2000